

Managing Documents Spread Sheet

Documents	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #	Contract/ Pin #
	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates	In/Out dates
EMERGENCY PROCUREMENTS CA104								
<ul style="list-style-type: none"> Emergency procurement request from Case Manager to Community Based Resource Specialist 								
<ul style="list-style-type: none"> Justification for emergency procurement, scope of work, provider list, preferred source from Community Based Resource Specialist to Bureau Chief of Contract Administration 								
<ul style="list-style-type: none"> Cover memo, 3-in-1, scope of services, D & F provider list, preferred source, date contract needs to be in place, period of performance and independent government cost estimate from Services Management Specialist to Budget Office for pre-encumbrance 								
<ul style="list-style-type: none"> Pre-encumbered 3-in-1 with supporting documentation from Budget Office to OCP 								
<ul style="list-style-type: none"> OCP verified pre-encumbered 3-in-1 with supporting documentation from OCP to Budget Office 								

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EMERGENCY PROCUREMENTS CA104								

<ul style="list-style-type: none"> Fully encumbered 3-in-1 with supporting documentation from Budget Office to OCP 								
<ul style="list-style-type: none"> Contract documents from OCP to provider for signature 								
<ul style="list-style-type: none"> Signed contract documents from provider to OCP 								
<ul style="list-style-type: none"> Approved contract documents from OCP to Services Management Specialist and Accounts Payable 								
<ul style="list-style-type: none"> Signed contract documents from Services Management Specialist to Community Based Resource Specialist 								